

# Incident Date

## Permanently Identifying or Changing the Date On A Run Sheet So It Remains Constant When You Later Open or Print It

### The Incident Date on A New Run Sheet Is Always Date Run Report Created

- Log into Image Trend.
- Select Add Run.
- Select Indiana Run Form.

The screenshot shows the ImageTrend EMS Service Bridge interface. The top navigation bar includes 'Dashboard', 'Incidents', 'Modules', 'Staff', and 'Setup'. The 'Incidents' tab is selected. Below the navigation bar, there is a search bar and a status bar showing 'Status: N/A', 'Locked: Unlocked', and '\*\* Unsaved Data \*\*'. The main content area is divided into several tabs: 'Dispatch Info', 'Call Conditions', 'Patient Info', 'History', 'Assessment', 'Vitals/Treatment', 'Transport', 'Narrative', 'Billing', and 'Signatures'. The 'Dispatch Info' tab is active. Within this tab, the 'Date/Incident Numbers' section is highlighted with a red box. This section contains four input fields: 'Patient Care Report Number (E01\_01)', 'Incident Number (E02\_02)', 'EMS Unit (Vehicle) Response Number (E02\_03)', and 'Patient ID Band/Tag Number (E22\_08)'. The 'Incident Number (E02\_02)' field contains the value 'AA-140430-00011'. On the right side of the interface, there is a vertical sidebar with tabs: 'Response Times', 'Validation: 0', and 'Active Protocols'. A black arrow points from the 'Response Times' tab to the 'Incident Number (E02\_02)' field.

- Select the Response Times tab in the far right and a new box opens.

The screenshot shows the ImageTrend EMS interface. At the top, there are tabs for 'Incidents', 'Modules', 'Staff', and 'Setup'. Below these, there's a 'Mark Run As Completed' button and a '+ Indiana Run Form' button. A green banner says 'Saved Data \*\*'. The main area is divided into sections: 'Assessment', 'Vitals/Treatment', 'Transport', and 'Narrative'. The 'Incident' section is active, showing a patient ID 'AA-140430-00011'. To the right, a panel titled 'Response Times' contains a list of time-based events with dropdown menus for each:

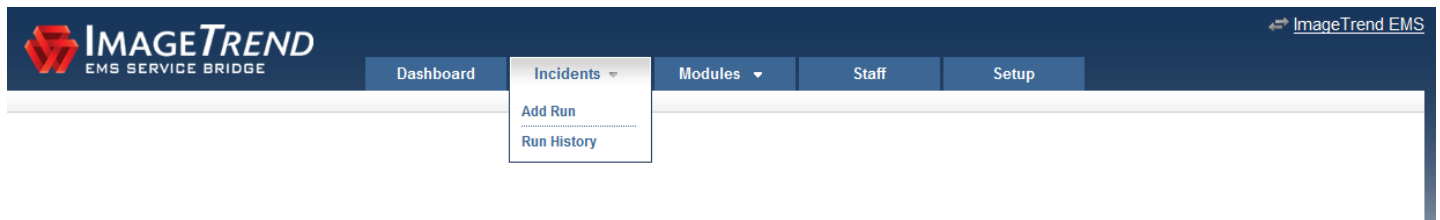
- Incident Date: 4/30/2014
- PSAP (E05\_02)
- Dispatch Notified (E05\_03)
- Notified by Dispatch (E05\_04)
- Enroute (E05\_05)
- Arrived on Scene (E05\_06)
- Arrived at Patient (E05\_07)
- Leave Scene (E05\_09)
- Arrived at Destination (E05\_10)
- Back In Service (E05\_11)
- Unit Cancelled (E05\_12)

Two arrows point from the text below to the 'Incident Date' field and the 'Back In Service' field.

- The Incident Date box will automatically populate with the month/day/year when the Run Sheet is being created. In our example, we will assume the run was made on 4/30/14.
- **Hint- If you want to keep this box open, select the pin icon and the box will remain open.**
- Move your pointer outside of the box anywhere on the screen and the box will disappear.
- Click the *Save* tab in the upper left of the screen.
- This *Incident Date* will always appear whenever the Run Sheet is later opened or printed.

## Changing the Date on a Existing Run Sheet So the New Date You Want Will Always Appear

- Log into Image Trend.
- Go to the Incidents tab, select Run History.



Run History Search Criteria

Call # begins with

Incident # begins with

Incident Date (mm/dd/yyyy) 01/30/2014 to 04/30/2014

Incident Address begins with

Validity Greater Than

Report Status All

Runs Locked/Unlocked Both

Number of Runs Displayed 15

PCR # begins with

Responding Unit # All, 2=A, Medic 1 02, Test, 33, 123

Responding Unit Call Sign All, 2, Medic 1, Test, A22, Fastest One

Search Clear Advanced Search Last Search

\* To display all runs, leave all text boxes blank and click the Search button.

- Select the appropriate search criteria and select the *Search* box.

Customize Run History Page

Status: All Display: 15

Choose Bulk Action: Bulk Action- Go

	Validity	Status	Type	Incident Date	Incident #	Call #	PCR #	Date Entered	User Entered	Actions
<input type="checkbox"/>	0	Requires Review	CC	4/30/14	AA-140430-00010	AA-140430-00010		4/30/14	Lawry, Murray	
<input type="checkbox"/>	0	Requires Review	CC	4/2/14	AA-140402-00006	AA-140402-00006	123-456-789	4/2/14	Gatz, Katie	
<input type="checkbox"/>	0	Requires Review	CC	3/28/14	AA-140328-00005	AA-140328-00005		3/28/14	Gatz, Katie	
<input type="checkbox"/>	0	Requires Review	CC	3/27/14	AA-140327-00003	AA-140327-00003		3/27/14	Gatz, Katie	
<input type="checkbox"/>	75	Requires Review	CC	3/24/14	AA-140324-00001	AA-140324-00001	123-123-123	3/24/14	Gatz, Katie	
<input type="checkbox"/>	100	N/A	CC	3/20/14	AA-140320-00074	AA-140320-00074	pcn 24680	3/20/14	Lawry, Murray	
<input type="checkbox"/>	0	Requires Review	CC	2/25/14		SB-140225-056		2/25/14	Lambert, Pat	
<input type="checkbox"/>	0	Requires Review	CC	2/24/14		SB-140224-053		2/24/14	Lambert, Pat	

- Select the Run you are looking for and open it.

- Select the *Unlocked* option in the Locked box.

ImageTrend EMS SERVICE BRIDGE

Dashboard Incidents Modules Staff Setup

Search Actions Reports Options History About

COMPLETED Indiana Run Form

Save Status: N/A Locked: Unlocked Patient: Luck, Bad

Dispatch Info Call Conditions Patient Info History Assessment Vitals/Treatment Transport Narrative Billing Signatures

Date/Incident Numbers

Patient Care Report Number (E01\_01) Incident Number (E02\_02)

pcn 24680 AA-140320-00074

EMS Unit (Vehicle) Response Number (E02\_03) Patient ID Band/Tag Number (E22.6)

AA-140320-00074

Responding Personnel

Responding Unit

Incident Address

Mileage

Dispatch Information

Response Times Validation: 100 Active Protocol

- Select the *Response Times* tab in the far right and a new box opens.

ImageTrend EMS SERVICE BRIDGE

Dashboard Incidents Modules Staff Setup

Search Actions Reports Options History About

COMPLETED Indiana Run Form

Save Status: N/A Locked: Unlocked Patient: Luck, Bad

Dispatch Info Call Conditions Patient Info History Assessment Vitals/Treatment Transport Narrative

Date/Incident Numbers

Patient Care Report Number (E01\_01) Incident

pcn 24680 AA-140320-00074

EMS Unit (Vehicle) Response Number (E02\_03) Patient ID Ba

AA-140320-00074

Responding Personnel

Incident Date 3/20/2014

PSAP (E05\_02)

Dispatch Notified (E05\_03)

Notified by Dispatch (E05\_04) 10:53

Response Times Validation: 1

- This old Run Report is dated 3/20/2014. This is the date the Run Report was created and Image Trend automatically inserted and saved this date.
- However **I want another date to appear on the Run Report**. Examples would be that I didn't get a chance to complete it on the day of the Run or it was a couple of minutes after midnight so it automatically put the next day on, so I need to change the date.

- Select the calendar icon and a drop down box appears.

ImageTrend EMS SERVICE BRIDGE

Dashboard Incidents Modules Staff Setup

Search Actions Reports Options History About

COMPLETED + Indiana Run Form

Save Status: N/A Locked: Unlocked Patient: Luck, Bad

Vitals/Treatment Transport Narrative Billing Signatures  
Dispatch Info Call Conditions Patient Info History Assessment

Date/Incident Numbers

Patient Care Report Number (E01\_01) Incident Number (E02\_02)  
pcn 24680 AA-140320-00074

EMS Unit (Vehicle) Response Number (E02\_03) Patient ID Band/Tag Number (E22.6)  
AA-140320-00074

Responding Personnel  
Responding Unit  
Incident Address  
Mileage  
Dispatch Information

Incident Date 3/20/2014

PSAP (E05\_01) March - 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Dispatch Notified (E05\_02)

Notified by Dispatch (E05\_04) 10:53

Enroute (E05\_05)

Arrived on Scene (E05\_06)

Arrived at Patient (E05\_07) 11:00

- Click on the day that you now want to appear on the Run Report. I will select 3/19/14.

ImageTrend EMS SERVICE BRIDGE

Dashboard Incidents Modules Staff Setup

Search Actions Reports Options History About

COMPLETED + Indiana Run Form

Save Status: N/A Locked: Unlocked \*\* Unsaved Data \*\* Patient: Luck, Bad

Vitals/Treatment Transport Narrative Billing Signatures  
Dispatch Info Call Conditions Patient Info History Assessment

Date/Incident Numbers

Patient Care Report Number (E01\_01) Incident Number (E02\_02)  
pcn 24680 AA-140320-00074

EMS Unit (Vehicle) Response Number (E02\_03) Patient ID Band/Tag Number (E22.6)  
AA-140320-00074

Responding Personnel

Incident Date 3/19/2014

PSAP (E05\_02)

Dispatch Notified (E05\_03)

Notified by Dispatch (E05\_04) 10:53

Enroute (E05\_05)

- This revised date will now always appear on the Run Sheet whenever I view or print it.

- Click Save and then select Locked in the Locked box.

Services Data Exchange Report Writer 2.0 More Welcome, Murray Lawry Admin 0 Logout

ImageTrend EMS SERVICE BRIDGE

Dashboard Incidents Modules Staff Setup

Search Actions Reports Options History About

COMPLETED + Indiana Run Form

Save Status: N/A Locked: Locked Patient: Luck, Bad

Dispatch Info Call Conditions Patient Info History Assessment Vitals/Treatment Transport Narrative Billing Signatures

Date/Incident Numbers

Patient Care Report Number (E01\_01) Incident Number (E02\_02)  
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